



Administrative Assistant to the Vice President of Research and Development and Executive Director of Scientific Activities

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the direction of the Vice President of Research and Development and the Executive Director of Scientific Activities, the incumbent provides administrative and project support.

Qualifications:

- Possession of a bachelor's degree and at least 4 years of experience performing executive and/or administrative support or an equivalent combination of education and experience.
- Diplomatically and professionally communicate with executives, outside VIP's, the public and staff individuals; demonstrate proper protocol.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Excellent oral, written and interpersonal communication skills.
- Experience with office computer applications for word processing, spreadsheets, and presentations. (PowerPoint, Excel and Word)
- Able to logically plan, organize and prioritize their work in consultation with the VP of Research and Development and Executive Director of Scientific Activities.
- Establish and maintain effective professional working relationships with those contacted in the course of day-to-day work.
- Use initiative, resourcefulness, and independent judgment in resolving operational issues within established procedural guidelines.
- Strong organizational skills including strong attention to detail
- Ability to work well in a team environment.

Desired Qualifications

- Experience working in a biotech firm or higher education institution.
- Basic knowledgeable of the FDA and NIH.

Salary Range and Benefits:

The salary range for this position is \$ \$53,456-\$80,184 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtml> .

The position is open until a suitable candidate is found.



How to apply: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>
to:

jobs@cirm.ca.gov preferably or mail to 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.